



ENCLOSURE 2 – CAX Course Structure

The conduct of the CAX Course is fast-paced and challenging. Training is conducted daily without breaks for weekends or holidays. Although there is non-class discretionary time, this course is very demanding and will require extensive evening study and group activity in preparation for the next day's activities.

1. Family Members Visits. There is little “free time” during the daily conduct of the CAX Course; it is not recommended to bring your family to stay throughout the course. Depending on your progress and improvement, you may have time to spend with family members on second Saturday in the course. Day 9. Family members are also invited to the Graduation Ceremony on Day 17. Family members are not authorized to stay in Student Billeting. **Notify the Course Director in your “initial response email” if you intend to bring family members to the course.**

2. Physical Fitness Training (PT). PT will be conducted each day of the course. Group PT will be conducted two times per week. Keeping to the standards of a training base, we will all wear the same items of the APFU during Group PT, to include the issued reflective belt. **Group PT is conducted as team-building events.** Individual PT will be conducted on the remaining days. When engaged in any PT event on the GTA, you are required to wear the reflective belt.

3. Computer Lab. You will have access to the schoolhouse computer lab: 27 desktop computers with Internet access, Microsoft Office, and connectivity to a laser printer. If you have a portable PC and printer, we encourage you to bring them with you, but only to be used in your assigned billet. **Personal PCs and printers will not have connectivity to the “school net.”**

4. Computer Skills. **A proficient, working knowledge of word processing (MS WORD) and presentation graphics (MS PowerPoint) is required.** Most student presentations include importing graphics, tables, and, in some instances, video clips from other programs, into Microsoft PowerPoint. In every class, some students are more proficient than others, and although group interaction and support is encouraged, **individual proficiency is required to complete individual assignments.** If you are not proficient, there are online classes available. If required, you are highly encouraged to explore on-line Microsoft training classes at your current home station location.

5. Student Absences. The CAX Director retains authorization to approve any student absence from the course. Absences must be approved beforehand or due to a medical emergency. You are subject to dismissal if you miss 10% of training or fail any requirement and its subsequent “redo.”

6. Plagiarism. **If you have received any CAX (or CAS3) material from previous classes by any means, leave it at home!** Do not bring this material with you. It will prevent even the hint of suspicion concerning plagiarism.